



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

08-34

DEPARTMENT Public Health & Environment	DIVISION Executive Director's Office	SECTION External Affairs	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Legislative Records: Records created for the purpose of proposing legislation. Contains: correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, impact statements, and other information documenting the proposed legislation.	Retain until administrative need ends.	
2	Personnel Files	Transfer to CDPHE Human Resources after separation or retirement.	
3	General Correspondence	Retain for (1) year and then destroy.	
<p><i>No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.</i></p>			
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.			
State Archivist's Signature <i>Larry Kitchner</i>	Date 11/14/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10-05-2007
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 12/17/07	State Auditor's Signature <i>David E. Seg</i>	Date 11/28/07